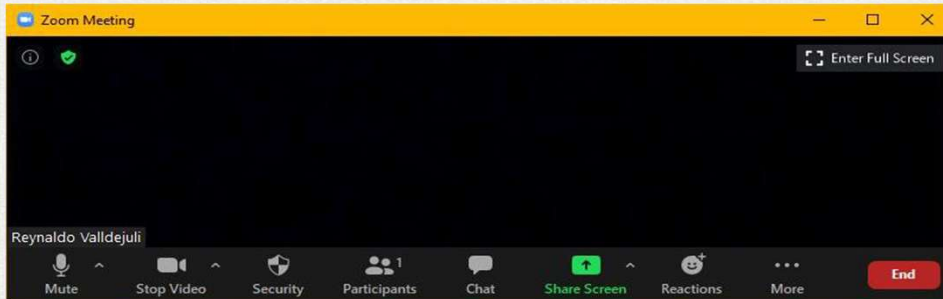


Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact ldoecommunications@la.gov.



eScholar Office Hours

August 26, 2021

Visit the [eScholar Support Page](#) for a copy
of the webinar deck.

Agenda

- eScholar URLs for Uniq-ID, DirectMatch, StaffID
- Password resets
- Review eScholar systems startup timelines for 2021-2022
 - Uniq-ID
 - Submit students
 - 12th graders
 - Identifying and correcting records canceled during data validation
 - DirectMatch
 - DirectMatch issues
 - TANF
 - Run DirectMatch
 - Download using “MyStudents”
 - StaffID
 - Submit staff data
 - Identifying file errors



eScholar 2021-2022 Startup

eScholar URLs

Uniq-ID: <https://louisianasecureid.escholar.com/uid/login.do>

StaffID: <https://louisianastaffid.escholar.com/uid/login.do>

DirectMatch: <https://SecureID.la.gov/> (NEW)

User Guides: [2021-2022 eScholar Uniq-ID User Guide](#)
[2021-2022 eScholar StaffID User Guide](#)
[2021-2022 eScholar DirectMatch User Guide](#)
[2021-22 eScholar DirectMatch Admin Guide Security Management](#)

eScholar Info: [eScholar Support Page](#)

eScholar Password Resets and FTP Access

Uniq-ID and StaffID: Password Resets

- **Security coordinators:** contact Jayanthi.Sothirajah@la.gov or Wanggan.Yang@la.gov
- **Data managers:** contact your security coordinator

DirectMatch: Password Resets

- within the application (click on the *Lost Your Password* button)


eScholar FTP: <https://louisianasecureftp.escholar.com/WebInterface/login.html>

- access to eScholar FTP, Credentials folder, IBCs or HighSet folders
- contact: LouisianaSecureID@escholar.com

2021-2022 LEA Contact List

The 2021-2022 LEA Contact List is located in the [System Support page](#)

- Copy/paste your district's data into a new EXCEL sheet.
- Review and edit (add/remove data managers)
- Send updated EXCEL file to Jayanthi.Sothirajah@la.gov

<p>As of 8/16/21 @ 10 AM NEW Legacy Systems 2020-2021 Closeouts Progress Summary</p>	<p>Data Coordinator Office Hours Data Coordinator Webinar</p>	<p>Profile of Educational Personnel System (PEP)</p>	<p>Annual Financial Reporting System (AFR)</p>	<p> Resources (Application Overview, URL, data submission information, trainings, etc.)</p>
<p>2020-2021 LDOE Application Systems Overview</p>	<p>2020-2021 Benchmark Calendar Open Collections</p>	<p>2020-21 Training Library</p>	<p>2020-21 User Guides</p>	<p>Student Transcript System (STS) 2021-22 Master Course Code Listing</p>
<p>2021-22 Benchmark Calendar (includes EdLink snapshots) <i>Revised 08-16-21</i></p>	<p>2021-22 LEA Contact List</p>	<p>2021-2022 User Guides</p>	<p>Useful Links</p>	<p>Special Education Reporting</p>



2021-2022 eScholar Uniq-ID

eScholar Uniq-ID

- Submit your **2021-2022 student enrollments** to Uniq-ID for LASID assignment.
 - Submit returning and new students at the beginning of the school year
 - Submit new enrollments throughout the year

Note: the Oct 1 MFP collection is coming up in 36 days.

Districts must first submit their students to eScholar Uniq-ID for LASID assignment or they will receive an error message e.g. LASID Not Found when their data is submitted to EdLink.

How Uniq-ID Data Are Used:

- LASIDs are used to identify students when reporting student data in various LDOE application systems (e.g. EdLink 360).
- LASIDs are used to precode assessments.
- Certain student data is populated in EdLink 360 from data reported to Uniq-ID

12th Graders

- Submit your 12th grade students with SSNs
- Make sure the parental consent field is populated
- Check all demographic information for accuracy

Be proactive now and have the 12th grade students' records correctly submitted to eScholar and STS.

- Your 12th graders may be applying for college financial aid in the 2022-2023 school year
- LOSFA checks against STS for SSN and demographic information
- Missing SSNs or incorrect demographic information will delay students' financial aid

Check Your Record Counts

Check the record count of the IDs that were assigned. It must match the number of records you submitted. Click on the Batch # to find out what happened to your missing records.

LEA CODE: Acadia Parish [001]		SCHOOL/SITE CODE 		BATCH NUMBER 	
SUBMISSION TYPE All	PROCESSING STAGE All	FROM 08/20/2021	TO 08/24/2021	SORT Upload Date Desc	FILTER RESULTS

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LEA CODE	SCHOOL/SITE CODE	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
08/24/2021 16:21	File	242486	001	LEA	SIS	ID(s) Assigned.	11 of 11	DOWNLOAD UNIQUE ID
08/24/2021 11:55	Edit	242384	001	LEA	SIS	ID(s) Assigned.	1 of 1	DOWNLOAD UNIQUE ID
08/24/2021 11:51	Edit	242383	001	LEA	SIS	ID(s) Assigned.	1 of 1	DOWNLOAD UNIQUE ID
08/24/2021 09:01	File	242326	001	LEA	SIS	ID(s) Assigned.	2960 of 2964	DOWNLOAD UNIQUE ID

Look at the Batch Statistics

Click on the Batch # to view the batch Statistics. It shows 4 records were canceled during the data validation stage. This indicates that there are errors with the 4 records.

Batch Information: **Batch 242326**

STATISTICS

PROCESSING

DOWNLOADS

GENERAL

ID ASSIGNMENT COMPLETE

Student Found but No Change in Data - Exact Match	2453
Student Found and History Created - Exact Match	393
Student Found and History Created During Match Resolution Stage	10
New ID Assigned - No Matching Record Found	46
Student Found and History Created During Assign ID Stage	58

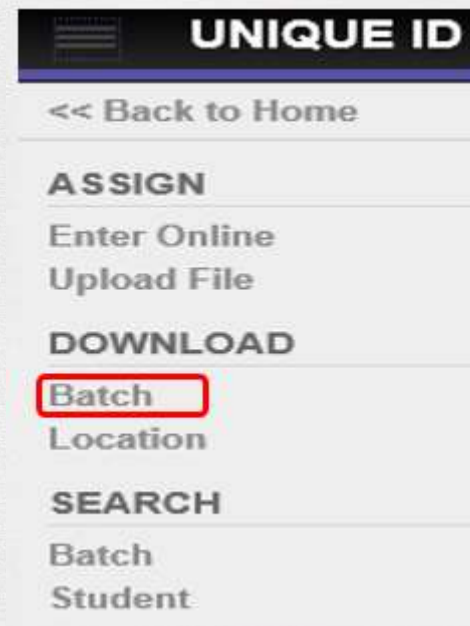
CANCELED

Canceled During Data Validation Stage	4
---------------------------------------	---

CLOSE WINDOW

Find the Canceled Records

- Go to the Home Page
- Under DOWNLOAD, select Batch



The screenshot shows a web interface with a black header bar containing a menu icon and the text "UNIQUE ID". Below the header is a link "<< Back to Home". The main content area is divided into sections: "ASSIGN" with sub-links "Enter Online" and "Upload File"; "DOWNLOAD" with the link "Batch" highlighted by a red rectangular box, and "Location"; and "SEARCH" with sub-links "Batch" and "Student".

Extracting the Canceled Records

- In the EXTRACT TYPE box, select Canceled
- Click on FILTER RESULTS
- Click on EXTRACT RECORDS

Extract and Download Batch

Filter

LEA CODE: Acadia Parish [001] SCHOOL/SITE CODE: CONTENT STATUS: Active

SUBMISSION TYPE: All EXTRACT TYPE: Canceled FROM: 07/19/2021 TO: 08/25/2021 SORT: Upload Date Desc FILTER RESULTS

UPLOAD DATE	BATCH INFO	LEA CODE	SCHOOL/SITE CODE	STATUS	RECORD COUNT	NEXT ACTION
08/24/2021 09:01	242326	001	LEA	Canceled	4	EXTRACT RECORDS ADD TO DOWNLOAD CART

Download and Save the Txt File

- Select DOWNLOAD
- It will ask if you want to open or save the file. You can save the file to your desktop and open it.

Extract and Download Batch - **Batch**

UPLOAD DATE	BATCH INFO	STATUS	RECORD COUNT	NEXT ACTION
08/24/2021 09:01	242326	File Extract Complete.	4	DOWNLOAD
				EXTRACT ANOTHER BATCH

Do you want to open or save **sid_001-UID-9767365349_242326_20210825_225642_ide_iv.txt** from **louisianasecureid.escholar.com**?

Open

Save



Cancel

Open the Txt File

- Open the txt file and scroll all the way to the right
- At the end of each record you will see the error associated with that records
- In the example below, the State is incorrectly abbreviated. There is no state which uses the abbreviation AS
- Look at the address. If it is a city in Louisiana, change AS to LA in your local system

```
1,,,,,,,,,Canceled During Data Validation Stage,,,88096850,1342,08/24/2021,ID Present;State is invalid(AS)
,Canceled During Data Validation Stage,,,88097085,1342,08/24/2021,ID Present;State is invalid(AS)
During Data Validation Stage,,,88097150,1342,08/24/2021,State is invalid(AS)
,,,,,,,,,Canceled During Data Validation Stage,,,88097362,1342,08/24/2021,State is invalid(AS)
```

Make Your Corrections

- Make all your corrections in your local system
- Export a fresh file
- Load this file into eScholar Uniq-ID
- Check the record count
- Resolve any near matches
- Download your IDs
- Load your file into your local system



2021-2022 DirectMatch



eScholar DirectMatch

eScholar DirectMatch system (Version 2020)

- URL: <https://SecureID.idoe.la.gov/>
- Your email address is your loginID
- Users can reset their password within the application
- DirectMatch houses multiple program types (SNAP, TANF, etc.)
 - Match students through Person ID, Upload File, Individually by LASID or address
 - Identify DC extended children (siblings or children living in the same household; enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster care)
 - Calculate Identified Student Percentage (ISP), view and submit Population and Elections data for Community Eligibility Provision (CEP) (will be available in late Fall)
- Run DirectMatch **after 2021-22 expected student enrollments** have been submitted to eScholar SecureID



eScholar DirectMatch Issues

SYSTEM ISSUES:

- The DM Index and the 3.0 file format txt files were missing the LASID and LocalID
 - **Status: Resolved**
 - Download the appropriate files:
 - DM Index – load into your food service system
 - 3.0 file format – load into your local system
 - 3.0+ file format – used for audits
- Status shows 0 of 0 records even after district has submitted students to Uniq-ID
 - The application is not syncing with Uniq-ID
 - **Status: This issue has been reported to eScholar.**
 - ***334, W4B, W7A, 506 – re-run your DirectMatch***



TANF

The TANF files will be available for matching in September.

- The LDOE uses the TANF files for its Economically Disadvantaged counts
- See the [ED definition and guidance](#)
- Districts will notify their vendors (local system and food service) that LDOE will provide the TANF layout when eScholar completes its work
- Vendors will program their local system and food service system to accept the TANF file without overwriting the SNAP data
 - DM Index
 - 3.0 file format
 - 3.0+ file format
- The TANF file layout will be in the same format at the SNAP file layout
- Beginning in the 2022-2023 school year, districts may use the TANF file to identify additional free lunch students

Run DirectMatch

- Submit your students to Uniq-ID for LASID assignment BEFORE you run DirectMatch.
- Do **NOT** load any student file into DirectMatch. When you are ready to run DirectMatch the PersonID button is the default. The application will source your students in Uniq-ID and match them against the SNAP/TANF files.

Home > Match Options

Match Options

PERSON ADDRESS

Match Option: **Person ID** Upload File Individual Match Manual Authorization

District: **All Districts** Specific District

School: All Schools

Match Type:

Reset **Match**

Downloading from Search Function “MyStudents”

- Select the Match Type; School Year = 2022; Click the Search button
- The students’ data will appear in a table
- Click on the paper icon to download the students

Home > Search Options

Search Options

Identifier :

Match Type :

SNAP

District :

Vernon Parish School...

School :

School Year :

2022

Reset

Search

Search Results



State ID	Name	DOB	Gender	Grade	Location Info	ID Info	Eligibility Types	Earliest Identified Date	Actions
						9189769 SIS	SNAP	07/01/2021	>>
						3189885 SIS	SNAP	07/01/2021	>>

DirectMatch Q & A

1. What is the difference between the 3.0, 3.0+ and DM Index files

- The 3.0 file is used to load the free lunch students to your local system (JCampus, PowerSchool, etc).
- The 3.0+ file is used for audits
- The DM Index is used to load the free lunch students into your food service system
 - *In some districts the food service system syncs nightly with the local system. It transfers the free lunch students' data to the local system. Districts, where their systems are in sync, do not need to load the 3.0 file into their local system.*

2. What has happened to my district's prior year DirectMatch data?

- Data from prior years will be available in September 2021
 - 2017-2018
 - 2018-2019
 - 2019-2020
 - 2020-2021



2021-2022 eScholar StaffID

eScholar StaffID

- Submit your **2021-2022 staff** to StaffID for ID assignment.
 - Submit returning and new staff at the beginning of the school year
 - Submit new staff hires throughout the year
- Staff who need EdLink dashboard access must be submitted to StaffID for the current year.
- If you do not have a current year record in eScholar StaffID you will see the error message below when you log into EdLink.

You do not have a valid user ID and staff ID linked. Please contact your local security coordinator for assistance

What codes are used for the Employee Status?

The codes used for the Employee Status are:

- 01 – school board employee
- 02 – post-secondary employee
- 03 – contracted professional services person
- 04 – third party contract employee
- 05 – state employee (classified)
- 06 – state employee (unclassified)
- 07 – resident teacher

Who Should be Submitted to eScholar StaffID?

- Any staff without a 10-digit eScholar StaffID
- Any new staff who recently joined the school system
- Regular employees (*employee status code = 01*)
- Contracted employees (i.e., contracted teachers, related services personnel, etc.) (*employee status code = 03 or 04*)
- Post-secondary employees (for which the district collects SSN) (*employee status code=02*)
- Long term substitute teacher reported to PEP as a regular employee (*employee status code = 01*)
- Resident teacher (*employee status code = 07*)

Who Should NOT be Submitted to eScholar StaffID?

- Vacant (*employee status code = 01; SSN begins with 999*)
- Post-secondary employees (*where the district does not collect SSN; but creates an SSN that begins with 998*)
- Short term substitutes

File Upload Errors – File Rejection

You loaded a file into eScholar StaffID and received the message below:

Batch Error Information – *File upload failed. Fix the errors below and resubmit a new file.*

The file you attempted to upload has been saved to the database and can be downloaded using the Extract & Download Batch feature. The batch number assigned to this file is 339

(Note: your batch number will be different)

ERRORS TO FIX (8)

The upload file has too many data errors to proceed. The maximum number of allowable data errors in any one file is 25.

(Note: the file was rejected because it had too many errors; Files with fewer errors will proceed to the ID assignment stage)

You will see a listing of each field and the error for that field and the line number it appears in your file.

Example: Source System error

Date of Birth is not valid on 1 line(s): 1307

SSN is not valid on 4 line(s): 13, 22, 48, 72

Source System Error

If one of the errors is source system error:

- did you load your student file into eScholar StaffID?
- did you load your staff file into the SecureID portal?
- are you in the eScholar StaffID portal?
 - Check your URL: <https://louisianastaffid.escholar.com/uid/login.do>
 - Check the name on the home page

The screenshot shows the 'STAFF ID HOME' header, which is circled in red. Below the header, there is a search filter section. The filter section includes the following fields:

- LEA CODE: Red River Charter Academy [VSY]
- SCHOOL/SITE CODE: [Empty]
- BATCH NUMBER: [Empty]
- SUBMISSION TYPE: All
- PROCESSING STAGE: All
- FROM: 05/21/2020
- TO: 08/19/2020
- SORT: Upload Date Desc
- FILTER RESULTS button

Upload Errors for Batch 339

≡ **STAFF ID HOME**

Upload file

?

Batch Error Information - File upload failed. Fix the errors below and resubmit new file

**The file you attempted to upload has been saved to the database and can be downloaded using the Extract & Download Batch feature. The batch number assigned to this file is 339*

ERRORS TO FIX (8) [HIDE ALL](#)

The uploaded file has too many data errors to proceed. The maximum number of allowable data errors in any one file is 25

Date Of Birth is not valid on 1 line(s):1307

SSN is not valid on 80

line(s): 13, 22, 48, 72, 128, 134, 166, 217, 251, 273, 303, 327, 367, 380, 392, 414, 422, 442, 444, 446, 459, 463, 470, 471, 506, 520, 617, 632, 649, 667, 669, 686, 695, 710, 716, 757, 858, 892, 895, 908, 952, 986, 987, 1056, 1057, 1058, 1076, 1120, 1123, 11

Gender is not present on 18 line(s): 442, 1306, 1308, 1310, 1311, 1312, 1313, 1315, 1316, 1317, 1318, 1319, 1320, 1322, 1323, 1324, 1325, 1328

RaceEthnicity is not valid on 87

line(s): 13, 22, 48, 72, 128, 134, 166, 217, 246, 251, 273, 303, 327, 367, 370, 380, 392, 414, 422, 442, 444, 446, 459, 470, 471, 506, 520, 617, 632, 649, 667, 669, 695, 710, 716, 731, 757, 858, 892, 895, 908, 916, 932, 952, 986, 987, 1056, 1057, 1058, 1076

State ID is invalid. on 1 line(s):1309

Grade Placement Level is not present on 8 line(s): 1307, 1311, 1312, 1313, 1318, 1319, 1322, 1325

Date Of Birth is not present on 38 line(s): 134, 166, 217, 327, 367, 370, 392, 414, 442, 444, 470, 471, 506, 520, 716, 731, 815, 858, 986, 1057, 1119, 1306, 1308, 1310, 1311, 1312, 1313, 1315, 1316, 1317, 1318, 1319, 1320, 1322, 1323, 1324, 1325, 1

Download the Batch

At the Main Menu, under DOWNLOAD, select Batch.



This feature allows users to:

- Search for staff records with a batch file and download results of the search.
- View previous batch search results.
- Extract & Download a batch.

Extract and Download the Batch

Under Extract Type, select Rejected. *(The file was rejected because it had too many errors.)*

Select FILTER RESULTS. You will see the files that were rejected.

Find the batch # 339.

Select EXTRACT RECORDS.

STAFF ID HOME Jay Sothirajah, Department of Education

Extract and Download Batch ?

FILTER

LEA CODE: Acadia Parish [001]

SCHOOL/SITE CODE:

CONTENT STATUS: Active

SUBMISSION TYPE: All EXTRACT TYPE: Rejected FROM: 05/21/2020 TO: 08/19/2020 SORT: Upload Date Desc

UPLOAD DATE	BATCH INFO	LEA CODE	SCHOOL/SITE CODE	STATUS	RECORD COUNT	NEXT ACTION
08/12/2020 10:25	339	001	LEA	Rejected.	0	<input type="button" value="EXTRACT RECORDS"/> <input type="button" value="ADD TO DOWNLOAD CART"/>
08/12/2020 10:23	338	001	LEA	Rejected.	0	<input type="button" value="EXTRACT RECORDS"/> <input type="button" value="ADD TO DOWNLOAD CART"/>

Download the Batch

Select DOWNLOAD.

≡ STAFF ID HOME

jay.Sothirajah, Department of Education

Extract and Download Batch - Batch

UPLOAD DATE	BATCH INFO	STATUS	RECORD COUNT	NEXT ACTION
08/12/2020 10:25	339	File Extract Complete.	0	DOWNLOAD

EXTRACT ANOTHER BATCH

At the bottom of you screen you will see the dialog box below. You can open or save the file to your desktop; and review the errors.

Do you want to open or save `sid_001-UID-8438507400_339_20200819_193618_ide_rj.txt` from `louisianastaffid.escholar.com`?

Open

Save

Cancel

Open Batch and Review Errors

Errors:

Row 1: DOB is incorrect (Month = 00)

Row 2: Missing gender; Race-Ethnicity field is invalid (NNNNNN – must have at least one Y)

Row 3: Missing Classification Level; invalid SSN; Race-Ethnicity field is invalid

Sample bad data.txt - Notepad

File Edit Format View Help

TH 08/12/2020 10:24:30 8438507400 3.0 delimiter=0X2C source=PEP qualifier= batch_indicator=D

ID,001018,, PELICAN,POLLY,M,,F,1983-00-11,01,898082,123123123,NNNNNY,4792214963,001,2021,,,,,,,,,,,,,001,02,,,,,,,,,,,,,

ID,001010,, JAYHAWK,JAY,B,,,1996-05-14,01,910259,234234234,NNNNNN,9156129246,001,2021,,,,,,,,,,,,,001,02,,,,,,,,,,,,,

ID,001001,, FALCON,FRANCIS,,F,1962-11-13,,788325,999999999,NNNNNN,2996854756,001,2021,,,,,,,,,,,,,001,02,,,,,,,,,,,,,

TT 8438507400 1404

Next steps:

- Correct all errors in your local system
- Download a fresh file
- Load into eScholar StaffID

ID Assignment: Canceled Records

The file you loaded into eScholar StaffID has passed validation and proceeded to the ID Assignment stage. Batch # 445 has a total record count of 20 but only 11 were assigned IDs.

STAFF ID HOMEjay.Sothirajah, Department of Education

Home ?

LEA CODE:
Red River Charter Academy [WBY]

SCHOOL/ITE CODE:

BATCH NUMBER:

SUBMISSION TYPE:
All

PROCESSING STAGE:
All

FROM:
05/21/2020

TO:
08/19/2020

SORT:
Upload Date Desc

FILTER RESULTS

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LEA CODE	SCHOOL/ITE CODE	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
08/19/2020 15:14	File	463	WBY	LEA	PEP	ID(s) Assigned.	19 of 19	DOWNLOAD STAFF ID
08/19/2020 14:16	File	445	WBY	LEA	PEP	ID(s) Assigned.	11 of 20	DOWNLOAD STAFF ID

Displaying 1 - 2 of 2

[<< FIRST](#) [< PREV](#) **PAGE 1 OF 1** [NEXT >](#) [LAST >>](#)

Identify the Unassigned Records

- Select batch # 445 to open the batch information page
- 9 records were canceled during the data validation stage

Batch Information: **Batch 445**

STATISTICS

PROCESSING

DOWNLOADS

GENERAL

ID ASSIGNMENT COMPLETE

Staff Found and History Created During Match Resolution Stage	8
---	---

New ID Assigned - No Matching Record Found	3
--	---

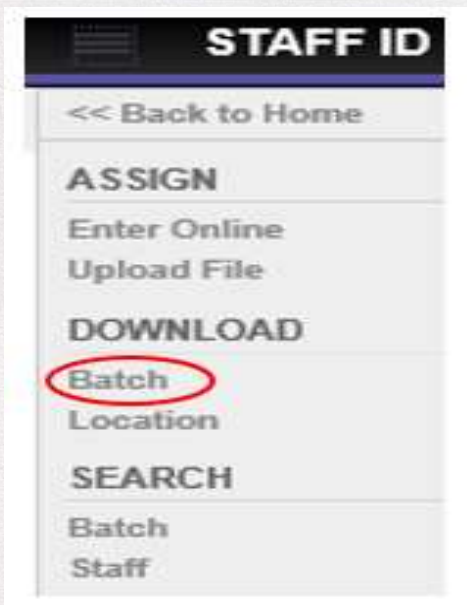
CANCELED

Canceled During Data Validation Stage	9
---------------------------------------	---

CLOSE WINDOW

Identify the Unassigned Records

Find the batch that has the canceled records.



At the Main Menu, under DOWNLOAD, select Batch

Identify the Canceled Records

- Under the Extract Type, select Canceled.
- Select FILTER RECORDS
- Select EXTRACT RECORDS

STAFF ID HOME jay.Sothirajah, Department of Education

Extract and Download Batch ?

FILTER

LEA CODE: Red River Charter Academy [WBY]

SCHOOL/SITE CODE:

CONTENT STATUS: Active

SUBMISSION TYPE: All

EXTRACT TYPE: **Canceled**

FROM: 05/21/2020

TO: 08/19/2020

SORT: Upload Date Desc

FILTER RESULTS


UPLOAD DATE	BATCH INFO	LEA CODE	SCHOOL/SITE CODE	STATUS	RECORD COUNT	NEXT ACTION
08/19/2020 14:16	445	WBY	LEA	Canceled	9	EXTRACT RECORDS ADD TO DOWNLOAD CART

Displaying 1 - 1 of 1

[<< FIRST](#) [< PREV](#) **PAGE 1 OF 1** [NEXT >](#) [LAST >>](#)

Download the Canceled Records

Select DOWNLOAD

 **STAFF ID HOME**

jay.Sothirajah, Department of Education

Extract and Download Batch - Batch

UPLOAD DATE	BATCH INFO	STATUS	RECORD COUNT	NEXT ACTION
08/19/2020 14:16	445	File Extract Complete.	9	DOWNLOAD

EXTRACT ANOTHER BATCH

At the bottom of you screen you will see the dialog box below. You can open or save the file to your desktop; and review the canceled records

Do you want to open or save sid_WBY-UID-2523975026_445_20200819_233742_ide_iv.txt from louisianastaffid.escholar.com?

Open

Save



Cancel

Open Batch and Review Canceled Records

Open the batch file. It is a comma separated file (csv).

Scroll all the way to the right. The reason for the cancelation will be at the end of each record.

```
,,,,Canceled During Data Validation Stage,,,593281,1181,08/19/2020,RaceEthnicity is not valid(NNNNNN)
,Canceled During Data Validation Stage,,,593282,1181,08/19/2020,Classification Level is not present;RaceEthnicity is not valid(NNNNNN)
,,,,Canceled During Data Validation Stage,,,593283,1181,08/19/2020,Classification Level is not present;SSN is not valid(9WBY00002);RaceEthnicity is not valid(NNNNNN)
,,,,,,Canceled During Data Validation Stage,,,593287,1181,08/19/2020,ClassificationLevel is not present;RaceEthnicity is not valid(NNNNNN)
,Canceled During Data Validation Stage,,,593288,1181,08/19/2020,Classification Level is not present;RaceEthnicity is not valid(NNNNNN)
,,Canceled During Data Validation Stage,,,593295,1181,08/19/2020,Classification Level is not present;RaceEthnicity is not valid(NNNNNN)
,,,,,,Canceled During Data Validation Stage,,,593296,1181,08/19/2020,Classification Level is not present;RaceEthnicity is not valid(NNNNNN)
,,Canceled During Data Validation Stage,,,593297,1181,08/19/2020,RaceEthnicity is not valid(NNNNNN)
,,,,Canceled During Data Validation Stage,,,593298,1181,08/19/2020,Classification Level is not present;RaceEthnicity is not valid(NNNNNN)
```

Issues:

- Race-ethnicity must have at least one Y
- SSN is invalid
- Classification Level is missing

Open Batch and Review Canceled Records

Scroll to the left to the beginning of the file.

- All 9 records need to be corrected in your local system
- Download a fresh file and submit to eScholar StaffID

Canceled Records_Batch 445.txt - Notepad

File Edit Format View Help

TH 08/19/2020 23:37:42 2523975026 3.0 delimiter=0X2C source=PEP

```
ID,WBY001,,PELICAN,POLLY,,F,05/02/1995,01,010022,123123123,NNNNNN,,WBY,2021,,,,,001,02,,,,,Canceled During Data Vali
ID,WBY001,,JAYHAWK,JASMINE,,F,09/10/1962,,010014,234234234,NNNNNN,,WBY,2021,,,,,001,02,,,,,Canceled During Data V
ID,WBY001,,EDGEAR,EDGEAR,,M,09/13/2019,,910020,9WBY00002,NNNNNN,,WBY,2021,,,,,001,02,,,,,Canceled During Data V
ID,WBY001,,HORNBILL,GHARRY,,M,01/13/1953,,010011,345345345,NNNNNN,,WBY,2021,,,,,001,02,,,,,Canceled During Data \
ID,WBY001,,OXBIRD,OCTAVIA,,F,08/30/1963,,010024,456456456,NNNNNN,,WBY,2021,,,,,001,02,,,,,Canceled During Data Vali
ID,WBY001,,ROBIN,RENEE,,F,11/28/1977,,010023,567567567,NNNNNN,,WBY,2021,,,,,001,02,,,,,Canceled During Data Validati
ID,WBY001,,HUMMINGBIRD,ROGER,,M,05/06/1969,,010012,678678678,NNNNNN,,WBY,2021,,,,,001,02,,,,,Canceled During D
ID,WBY001,,CASSOWARY,CATHY,,F,01/24/1980,01,010021,789789789,NNNNNN,,WBY,2021,,,,,001,02,,,,,Canceled During Da
ID,WBY001,,KIWI,KINSLEY,,F,10/10/1981,,010017,890890890,NNNNNN,,WBY,2021,,,,,001,02,,,,,Canceled During Data Validatio
TT 2523975026 11
```

ID Assignment Completed

The record count shows all records were assigned IDs. Select DOWNLOAD STAFF ID and load into your local system.

STAFF ID HOMEjay. Sothirajah, Department of Education

Home?

LEA CODE:
Red River Charter Academy [WBY]

SUBMISSION TYPE:
All

SCHOOL/SITE CODE:

PROCESSING STAGE:
All

FROM:
05/21/2020

TO:
08/19/2020

BATCH NUMBER:

Sort:
Upload Date Desc

FILTER RESULTS

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LEA CODE	SCHOOL/SITE CODE	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
08/19/2020 15:14	File	463	WBY	LEA	PEP	ID(s) Assigned.	19 of 19	DOWNLOAD STAFF ID
08/19/2020 14:16	File	445	WBY	LEA	PEP	ID(s) Assigned.	11 of 20	DOWNLOAD STAFF ID

Displaying 1 - 2 of 2

[<< FIRST](#) [< PREV](#) **PAGE 1 OF 1** [NEXT >](#) [LAST >>](#)

Note: During the resolve near match process, you may cancel a record if the staff is no longer employed in your district. In such cases, the ID will not be assigned. The record count will show fewer assigned ID records than what you submitted.

StaffID Q & A

I received a Source System Error. What does it mean?

If one of the errors is source system error:

- did you load your student file into eScholar StaffID?
- did you load your staff file into the SecureID portal?
- are you in the eScholar StaffID portal?
 - Check your URL: <https://louisianastaffid.escholar.com/uid/login.do>
 - Check the name on the home page

The screenshot shows the 'STAFF ID HOME' header, which is circled in red. Below the header, there is a search filter section. The filter section includes a 'FILTER' button and several input fields: 'LEA CODE' (Red River Charter Academy [VISY]), 'SCHOOL SITE CODE', 'BATCH NUMBER', 'SUBMISSION TYPE' (All), 'PROCESSING STAGE' (All), 'FROM' (05/21/2020), 'TO' (08/19/2020), and 'SORT' (Upload Date Desc). A 'FILTER RESULTS' button is located at the bottom right of the filter section.

Office Hours and Monthly Webinar

- eScholar Office hours **NEW** 10:00 am each Thursday
 - Zoom link: <https://ldoe.zoom.us/j/96648596634>
 - Dial-In Phone Number: (312) 626-6799
- Data Coordinator Office hours 1:00 pm each Thursday (except the Thursdays when the monthly Data Coordinator webinar is held).
 - Zoom link: <https://ldoe.zoom.us/j/93069704449>
 - Dial-In Phone Number: (408) 638-0968
- Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month
 - Thursday, September 2 See the full [2021-22 Data Coordinator Webinar schedule](#)
 - Zoom Link: <https://ldoe.zoom.us/j/976397929>
 - Dial-In Phone Number: (408) 638-0968
 - Meeting ID#: 976 397 929

Who to contact for support

Email the system data managers listed below if you need assistance with the collections.

- Data Systems Manager: Sherry.Randall@la.gov
- Special Education Reporting (SER), Teacher Student Data Link (TSDL): Bernetta.Sims@la.gov
- Student Information System (SIS) & School Calendar (SPC): Tara.Baylot@la.gov
- Student Transcript System (STS) & Curriculum (CUR): SystemSupport@la.gov
- Profile of Educational Personnel (PEP) & Annual Financial Reporting (AFR): SystemSupport@la.gov
- ID Management Manager, Early Childhood CLASS: Anantha.Lakkakula@la.gov
- eScholar Unique ID, DirectMatch & StaffID: Jayanthi.Sothirajah@la.gov or Wanggan.Yang@la.gov
- 2021-2022 System Enhancements & Sponsor Site System (SPS): Kaylie.Loupe@la.gov
- School Finder and Principal and Superintendent Secure Portal assistance: SystemSupport@la.gov
- EdLink data submission, dashboard access: EdLink360@la.gov